

**SECRET**

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						034	
1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - Report #3 - Cases Closed During the Month						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month		5. FREQUENCY (weekly, monthly, quarterly, etc.) twice each month		6. DISTRIBUTION (No. of components not number of copies) 1--on 20th of the month 4--at end of the month			
7. FORMAT (memorandum, form computer print-out, etc.) Computer Print-Out		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. 580		9. DIRECTIVE AUTHORITY REQUIRING REPORT (basic policy statement) 25X1			
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR&CD				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR&CD)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
PUNCHED CARDS NUMBER			COST EACH				
389			.05		19.45		12 350.10
B. COSTS OF COMPUTER PRODUCED REPORTS							
PAGES		COST PER PAGE					
1 (Single Copy)		.05		.05		24 1.20	
4 (Multicopy)		.03		.12		24 2.88	
TOTAL COSTS PER YEAR						\$354.18	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  This report provides totals of different types of closings on different types of cases. Needed by PSD for preparation of monthly Branch Reports.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS	
RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) Retain as is, pending development of comprehensive revision of case processing system, now entering Design Phase.						MAN-HOURS DOLLARS	
CHANGE						25X1	
DISCONTINUE							
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
1 October 1976		Security Officer / Systems Analyst					

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